

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 64-8

December 26, 1963

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Study of the management of automatic data processing in the Federal Government

1. Purpose. The purpose of this Bulletin is to announce a study by the Bureau of the Budget of the management of automatic data processing activities in the executive branch, and to request the cooperation of departments and establishments in the conduct of the study.

2. Origin and scope of study. The study will include a review and evaluation of existing Government-wide and individual agency policies, organizational arrangements and programs for the use of automatic data processing equipment. Based on the study findings, recommendations are to be made for such administrative or legislative actions as may be appropriate to improve the management of these activities. The recommendations are to be submitted to the President and the Congress by June 30, 1964.

3. Advisory committee. An advisory committee has been formed to advise the Director of the Bureau of the Budget and the project staff on matters relating to the study. Various other persons will be consulted during the course of the study, including Members of Congress and representatives of Federal agencies, industry, business, labor and professional groups. Members of the advisory committee are:

Robert Ramspeck, a former Member of Congress and former Chairman of the Civil Service Commission, now a consultant for Eastern Airlines (Chairman)

Bernard L. Boutin, Administrator of General Services

Manuel R. Cueto, Vice President in Charge of Electronic Planning and Development, New York Life Insurance Company

Walter F. Frese, Professor of Business Administration, Harvard University

Martin Gainsbrugh, Vice President, National Industrial Conference Board

J. Herbert Hollomon, Assistant Secretary of Commerce for Science and Technology

Dwight A. Ink, Assistant General Manager, Atomic Energy Commission

Frederick J. Lawton, former Director of the Bureau of the Budget and former Civil Service Commissioner

John W. Macy, Jr., Chairman of the Civil Service Commission

Thomas D. Morris, Assistant Secretary of Defense (Installations and Logistics)

Martin Shubik, Professor of Economics, Yale University

4. Project staff. The study will be made under the direction of Carl W. Cleowlow, who is on leave from his position as Managing Associate Arthur Young and Company, to serve as the project director. Mr. Cleowlow has served as Deputy Administrative Assistant Secretary, Department of the Treasury, and prior to that as Director of the Office of Analysis and Review, Department of the Army. He will be assisted by a small full time project staff selected from various Government departments and agencies.

5. Agency assistance to project staff. The findings and recommendation of this study will be considered by the President and the Congress in formulating policies in regard to the future use of automatic data processing equipment throughout Government. It is important that they be based on full and accurate information. It is requested that all departments and establishments assist by responding as promptly as possible to requests of the project director and staff for information and assistance during the course of the study.

KERMIT GORDON  
Director

INTERAGENCY COMMITTEE ON AUTOMATIC DATA PROCESSING

December 26, 1963

MEMORANDUM FOR PRINCIPAL MEMBERS:

At our meeting on December 6, 1963, Mr. Carl W. Clelow, Project Director, discussed the study of automatic data processing which the Director of the Bureau of the Budget has undertaken on the recommendation of the House Committee on Census and Government Statistics. It was indicated that the Interagency Committee could assist in providing some of the information which is essential to the study. Our cooperation in this respect was offered.

Mr. Clelow has specifically requested our help in obtaining copies of all documents issued by departments and agencies that contain policies, instructions or guidelines on matters relating to automatic data processing. To illustrate, the project staff wants the official issuances which deal with such subjects as the assignment of organizational responsibilities for the management of the ADP program, ADP objectives and plans for accomplishing them, procedures for approving equipment acquisitions, guidelines for systems planning and development, criteria for equipment selection, instructions or criteria for readiness reviews, instructions or criteria for ADP performance evaluations, and personnel policies or regulations that have been developed with specific reference to the impact of ADP.

To respond to this request, will you please collect the documents issued by your department or agency (either by the headquarters level or by major constituent units) and forward four copies of each to Mr. Carl W. Clelow, Room 160, Bureau of the Budget, Executive Office Building, 17th & Pennsylvania Avenue, N.W., by January 8, 1964.

If you have any questions regarding this request, call Mr. Clark Renninger, who is serving as assistant to Mr. Clelow, on Code 128, extension 21311 or Code 128, extension 21409.

This memorandum is not being sent directly to the alternate and associate members of the Committee from your agency, but extra copies are attached in case you wish to make use of them in canvassing for the documents.

Joseph F. Cunningham  
Chairman, Interagency  
Committee on ADP

Attachments